

**ROYAL PRINCE ALFRED HOSPITAL  
RADIOLOGY**

**SAFE WORK PRACTICES FOR TIME OUT**

**TASK:**

**Time out procedure to ensure correct patient and correct procedure.**

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**DEPARTMENT:**

**DATE:**

**RADIOLOGY**

**June 2006**

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**HAZARDS:**

1. **Collecting wrong patient**
  2. **Perform unnecessary procedures on patient**
  3. **Unnecessary radiation dose to patient**
  4. **Unnecessary dose of contrast media to the patient**
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**SAFETY RULES:**

- **This SWP applies to all procedures in the Radiology Department.**
- **This SWP works in line with the other imaging SWP, especially the SWP – Use of porter service to collect patient for procedure in Radiology Department.**
- **Ensure the porter has the correct patient identification label.**
- **Always check the first name and the surname of the patient verbally and check the arm band for all inpatients.**
- **Do not perform the procedure unless the patient identification is provided.**
- **All personnel involved in the examination must check the patient's identification before the examination is commenced.**
- **An internal time out is required before the execution of x-ray.**

**JOB STEPS:**

1. All patients for imaging studies shall have a **request form** or referral letter indicating:
  - Patient name and date of birth
  - Study type requested
  - Clinical History
  - Referring practitioner's name and contact details
  - Signed by requesting practitioner
2. Patient shall be greeted by the radiographer/nurse/medical staff and asked: **"What is your name?"**
3. Patients will **NOT** be identified by asking questions using the name of the patient on the request eg: **"Are you Mr. Brown?"**
4. Patients shall be asked (if competent to understand & answer): **"What x-ray/US test are you here for?"**
5. The patient has to provide full name: first name and surname and the DOB. Always check the patient's arm band for all inpatients. All radiographers, nursing staff and medical staff involved in the procedure, must check the patient ID before commencing the procedure.
6. For female patients of reproductive age, check whether the patient is pregnant as per departmental protocol.
7. Any uncertainty, the radiographer must call for the nurse/doctor in charge of the patient or send patient back to the ward until clear identification of patient is provided.
8. Once in the imaging room, the radiographers/medical staff/nursing staff, will take a moment to reconfirm in his or her mind that the patient has been correctly identified and that the study they are to perform is the correct one on the correct body part –  
**Internal Time-Out**
9. All incidents or relevant near misses must be reported within IIMS immediately.